

# Job Opportunity Bulletin

Post Date: **APRIL 10, 2015**

## GENERAL AUDITOR II (2 POSITIONS)

**Salary: \$3,918-\$5,151**

Permanent, Full-Time

**Will also consider Auditor I or General Auditor III**

FINAL FILING DATE: **"UNTIL FILLED"**

### JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

Please refer to:

Position #: 473-184-4287-701

Position #: 473-184-4287-723

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Linda Newson

All applications will be screened  
and only the most qualified will  
be interviewed.

### CONTACT INFORMATION

Name: Linda Newson

Number: (916) 322-9018

Email: [linda.newson@dds.ca.gov](mailto:linda.newson@dds.ca.gov)

The Department of Developmental Services (DDS) Audit Branch is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

The Audit Branch performs audits of the regional centers and vendors to ensure state and federal funds are properly accounted for. The General Auditor II conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for State and Federal funds. The General Auditor II is also responsible for determining regional centers' compliance with Federal and State requirements. **This position requires travel, including potential overnight assignments.**

### Desirable Knowledge and Abilities:

- To apply general accounting and auditing principles and procedures.
- Auditing practices and procedures in auditing governmental jurisdictions, governmental accounting and budgeting.
- Governmental Auditing Standards – Yellow book, State Administrative Manual and Generally Accepted Governmental Auditing Standards (GAGAS).
- Departments Equal Employment Opportunity (EEO) objectives and process
- Knowledge in professional accounting; auditing and/or business law

**ADDITIONAL INFORMATION:** If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) and a resume. **All applicants will be considered however, SROA/Surplus will be given priority.**

Please include the **basis of your eligibility (list eligibility and/or lateral transfers)** and indicate which **position # 473-184-4287-701 or 473-184-4287-723** you are applying for in the **'Job Title'** section of your application.

If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DUTY STATEMENT**

DS 3022 (11/2013)

|   |   |
|---|---|
| <b>CLASSIFICATION</b><br>General Auditor II | <b>DIVISION/BRANCH</b><br>Administration/Audit Branch |
| <b>EMPLOYEE NAME</b>                        | <b>SECTION/UNIT</b><br>Vendor Audit Section           |
| <b>POSITION NUMBER</b><br>473-184-4287-701  | <b>EFFECTIVE DATE</b>                                 |

**SUMMARY:**

Under supervision, conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds and performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

**EXAMPLES OF DUTIES:**

- 50% Assists with on-site audits involving complex compliance and management aspects of programs for the developmentally disabled. Independently conducts less difficult audits. Makes recommendations to the supervisor and/or lead auditor on issues involving major problems requiring policy decision or legal interpretations. Prepares written audit reports that is consistent with the Department of Developmental Services' (DDS) laws, regulations and policies and procedures. The auditor must have knowledge of Title 17 Regulations and the Welfare and Institutions Code. Assist other auditors in the evaluation and analysis of audit issues. Assist in the preparation of audit work papers and ensure procedures are properly followed.
- 25% Works on special projects and participates in resolution of issues relative to regional centers and vendors. Consult with staff within the Department, regional centers, vendors, and other agencies to gather information related to resolving audit related issues. Research and analyze regulations, government codes, contracts and other pertinent documents to support audit issues.
- 15% Participates in the entrance and exit conferences with the auditee, DDS program managers, regional center officials and other appropriate parties. Discuss areas of concern identified during the audit. May present audit findings requested and gives testimony at appeal hearings as needed.
- 10% Ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to enable an experienced auditor, having no previous connection to the audit, to understand from the nature, timing, extent and results of the audit procedures performed.

**SUPERVISION RECEIVED:**

Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding the day-to-day progress of work.

**SUPERVISION EXERCISED:**

None

**TYPICAL PHYSICAL DEMANDS:**

Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a laptop computer, to and from the audit work site. Travel and stay overnight near Auditee's office from Monday through Friday, returning to Sacramento on weekends. Travel will be throughout the State of California and transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs.

**PERFORMANCE REQUIREMENTS:**Knowledge of:

- Structure and content of the English language including the meaning and spelling of words; rules of composition and grammar.
- Accounting and auditing principles and their procedures and applications.
- Basic mathematics such as algebra and statistics and their application.

Ability to:

- Analyze data and draw sound conclusions.
- Establish and maintain cooperative relations with those contacted in the work place.
- Listen and understand information presented.
- Prepare clear, complete, and concise reports.
- Apply accounting and auditing principles and procedures in the work performed.
- Apply accounting and auditing principles and procedures in the work performed.
- Read and understand information presented in writing.
- Analyze situations and take effective action.

**CERTIFICATION OR LICENSE:** None.

**ALTERNATIVE TO MINIMUM QUALIFICATIONS:** None.

**DUTY STATEMENT**

DS 3022 (11/2013)

|  |   |
|--|---|
| <b>CLASSIFICATION</b><br>Auditor I         | <b>DIVISION/BRANCH</b><br>Administration/Audit Branch |
| <b>EMPLOYEE NAME</b>                       | <b>SECTION/UNIT</b><br>Vendor Audit Section           |
| <b>POSITION NUMBER</b><br>473-184-4175-XXX | <b>EFFECTIVE DATE</b>                                 |

**SUMMARY:**

Under supervision, performs the less difficult technical work for audits of fiscal accounts and records of regional centers and vendors that expend, or are accountable for, State and Federal funds. Performs the necessary audit work as is directed by either a lead and/or audit manager. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

**EXAMPLES OF DUTIES:**

- 50% Assists with on-site audits involving complex compliance and fiscal management of programs for the developmentally disabled. Follows DDS audit plan for particular sections to be audited. Prepares write-up of audit work papers, to include the preparation of point sheets, lead sheets and schedules to support and document work completed. Clearly analyzes, explains and documents, issues of concern and non-compliance. Makes recommendations for the audits to implement that will sufficiently correct the issue identified. The auditor must have a basic knowledge of Title 17 Regulations and the Welfare and Institution Code.
- 25% Participate in resolution of issues relative to regional centers and vendors. Consult with program and fiscal staff within DDS, regional center, vendor, and other agencies to gather information to support and/or resolve audit related issues. Research and analyze laws, regulations, and contracts related to the areas assigned for audit.
- 15% Participates in the entrance and exit conferences with the Auditsxx. Provides input, as needed, to inform DDS program managers, regional center officials, and other parties of issues and concerns identified during the audit. Gives testimony during appeal hearings to support and defend work completed.
- 10% Ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to enable an experienced auditor, having no previous connection to the audit, to understand from the nature, timing, extent and results of the audit procedures performed.

**SUPERVISION RECEIVED:**

Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding the day-to-day progress of work.

**SUPERVISION EXERCISED:**

None.

**TYPICAL PHYSICAL DEMANDS:**

Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a laptop computer, to and from the audit work site. Travel and stay overnight near Auditee's office from Monday through Friday, returning to Sacramento on weekends. Travel will be throughout the State of California and transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs.

**PERFORMANCE REQUIREMENTS:**Knowledge of:

- Financial analysis principles and concepts to assess potential audit issues.
- Accounting principles, standards and terminology to prepare and/or review and evaluate documentation.
- Generally Accepted Accounting Principles (GAAP)
- Generally Accepted Auditing Standards (GAAS)
- Generally Accepted Governmental Auditing Standards (GAGAS)
- International Standards for the Professional Practice of Internal Auditing (SPPIA)
- Accounting and auditing principles and practices to evaluate the financial and operational records and accounting practices to ensure conformance with laws and regulations.
- Knowledge of common accounting records such as ledgers and source documents.

Ability to:

- Read and understand financial statements including opinion letters, schedules and notes.
- Conduct audits independently in accordance with pre-established audit programs.
- Apply appropriate laws to business operations and auditing duties.

**CERTIFICATION OR LICENSE:** None.

**ALTERNATIVE TO MINIMUM QUALIFICATIONS:** None.

**DUTY STATEMENT**

DS 3022 (11/2013)

|  |   |
|--|---|
| <b>CLASSIFICATION</b><br>General Auditor III | <b>DIVISION/BRANCH</b><br>Administration/Audit Branch |
| <b>EMPLOYEE NAME</b>                         | <b>SECTION/UNIT</b><br>Vendor Audit Section           |
| <b>POSITION NUMBER</b><br>473-184-4285-XXX   | <b>EFFECTIVE DATE</b>                                 |

**SUMMARY:**

The General Auditor III conducts the more difficult and complex audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

**EXAMPLES OF DUTIES:**

- 50% Acts as a lead person over a team of auditors. Follows DDS audit plan for particular sections to be audited. Prepares write-up of audit work papers, to include the preparation of point sheets, lead sheets and schedules to support and document work completed. Clearly analyzes, explains and documents, issues of concern and non-compliance. Makes recommendations for the Auditee to implement that will sufficiently correct the issue identified. The auditor must have a basic knowledge of Title 17 Regulations and the Welfare and Institution Code.
- 25% Participate in resolution of issues relative to regional centers and vendors. Consult with program and fiscal staff within DDS, regional center, vendor, and other agencies to gather information to support and/or resolve audit related issues. Research and analyze laws, regulations, and contracts related to the areas assigned for audit.
- 15% Participates in the entrance and exit conferences with the Auditee. Provides input, as needed, to inform DDS program managers, regional center officials, and other parties of issues and concerns identified during the audit. Gives testimony during appeal hearings to support and defend work completed.
- 10% Ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to enable an experienced auditor, having no previous connection to the audit, to understand from the nature, timing, extent and results of the audit procedures performed.

**SUPERVISION RECEIVED:**

Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding the day-to-day progress of work. Travel and stay overnight near Auditee's office from Monday through Friday, returning to Sacramento on weekends. Travel will be throughout the State of California and transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs.

**SUPERVISION EXERCISED:**

None

**TYPICAL PHYSICAL DEMANDS:**

Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a notebook computer, to and from audit work sites.

**PERFORMANCE REQUIREMENTS:**Knowledge of:

- Business law.
- Structure and content of the English language including the meaning and spelling of words; rules of composition and grammar.
- Basic mathematics such as algebra and statistics and their applications.

Ability to:

- Analyze data and draw sound conclusions.
- Listen and understand information presented.
- Prepare clear, complete, and concise reports.
- Apply accounting and auditing principles and procedures in the work performed.
- Read and understand information presented in writing.
- Communicate effectively.
- Analyze situations and take effective action.
- Arrange things or actions in a certain order according to a set of rules.
- Establish and maintain cooperative relations with those contacted in the workplace.

**CERTIFICATION OR LICENSE:** None.

**ALTERNATIVE TO MINIMUM QUALIFICATIONS:** None.